

**Community Healing Centers  
Kalamazoo, Michigan**

## **Billing/Collections Team Leader**

### **General Statement of Duties:**

The Billing/Collections Team Leader is responsible for overlooking all aspects of the billing & collections practices throughout the organization. This person should have a solid knowledge of the Streamline Patient Accounting Program and the Medisoft Billing Program, and the ability to train staff as needed using the Streamline software. The Billing/Collections Team Leader must also report accounts receivables to the Controller.

### **Tasks / Responsibilities:**

Duties and responsibilities of the Billing/Collections Team Leader include, but are not limited to the following:

- Leads billing and collections staff.
- Handle collections of primary, secondary & tertiary insurance receivables.
- Handle appeals for denials and short pays for primary insurance.
- Generate claims for secondary and tertiary insurance
- Knowledge of claim filing and appeal filing deadlines for Medicare and Medicaid claims.
- Some experience with other commercial insurance types.
- Train all billing staff throughout the organization to use Streamline effectively.
- Problem solve Streamline & Medisoft software as needed.
- Design and implement billing & collection reports to be given to the Controller.
- Assist Controller in abstracting data using Streamline.
- Be involved in all functions of the billing/collections department throughout the organization to insure accurate billing/collections practices.
- Overlook all operations pertaining to the billing & collections department (random checks of patient information, case information, review charts for accurate billing).
- Assist in billing for all sites as necessary.
- Knowledge of changes in billing laws.
- Knowledge of upgrades in Streamline.
- Assist in various tasks that may be requested by the Operations Manager and/or Controller.

Job Type: Full-time

Required education: Bachelor's

Required experience: Billing/Collections / 5 years

Please send Cover Letter & Resume to: [hr@chcmi.org](mailto:hr@chcmi.org)